Department of Wood Science & Engineering
MS Program Checklist

STARTING OUT

What to do	When to do it	Is it done?
Attend Fall orientation (even if you were admitted in winter or spring)	Within 1st year in the program	☐
Seek advice from Major Professor and register for courses	Before registration opens each term	☐
Review the University Continuous Enrollment Policy: https://catalog.oregonstate.edu/college-departments/graduate-school/#continuous-enrollment Be sure to register for a minimum of three (3) credits per term, unless otherwise specified	Within 1st term, review as needed	☐
Form your graduate committee (a minimum of 4 members), must meet OSU Graduate Committee requirements: https://gradschool.oregonstate.edu/current-students/graduate-committee Major Professor Co-Major Professor or Minor Professor (if applicable) Departmental Representative(s) from WSE, 2nd major or minor (if not applicable, can be anyone from graduate faculty at large) Graduate Council Representative (GCR)	By the end of 1st term or during 2nd term	☐
Develop Program of Study with committee & submit to Graduate School: https://gradschool.oregonstate.edu/current-students/program-study Required Courses • WSE 540 – 2 credits • WSE 541 – 3 credits • WSE 542 – 2 credits A minimum of 3 courses from the following, with at least one course from each group: • Group 1: WSE 543, WSE 544 and WSE 545 • Group 2: WSE 546, WSE 547, and WSE 548 • WSE 607-1 (Beginning Seminar) – 1 credit *must be taken during the first year • WSE 607-2 (Seminar) – 1 credit • WSE 603 – 36 credits minimum **Total number of credits for MS: 45-53 credits**	After you have formed your committee and before completing 18 credits of coursework	☐
Meet with major professor to discuss performance, progress, and goals for upcoming year	By the end of 3rd term, and at least annually thereafter	☐
Update your committee with a progress report and research update	Annually	☐

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MID-PROGRAM

What to do	When to do it	Is it done?
File Research Plan	By the end of your 4th term	☐
Present in WSE 507-2 Seminar	Preferably one term before your defense	☐

DEFENDING

What to do	When to do it	Is it done?
File diploma application online https://gradschool.oregonstate.edu/formlink/14641	At the start of the term you plan to graduate	☐
Determine date and time of defense with your entire committee	At least four weeks before your defense	☐
Contact the Graduate Program Coordinator to reserve a room for defense	Once your committee has finalized date and time	☐
Schedule exam with the Graduate School through online form; if committee membership has changed, please note updates on this form https://gradschool.oregonstate.edu/formlink/14646	At least two weeks before your defense	☐
Distribute defendable copy of your thesis to your entire committee (GCR included)	At least two weeks before your defense	☐
Submit defense information to Graduate Program Coordinator (title, brief bio, brief abstract, photo) for advertisement	At least two weeks before your defense	☐
Submit pretext pages (everything before page 1 of your thesis) to the Graduate School http://gradschool.oregonstate.edu/progress/thesis-guide	At least two weeks before your defense	☐

FINISHING UP

What to do	When to do it	Is it done?
Upload final copy of thesis to ScholarsArchive within 6 weeks of exam http://gradschool.oregonstate.edu/progress/thesis-guide	After all necessary corrections suggested by committee have been made	☐
Submit Electronic Thesis/Dissertation (ETD) approval form to Grad School http://gradschool.oregonstate.edu/progress/thesis-guide	After uploading final copy of thesis to ScholarsArchive	☐
Complete WSE check out (paperwork, keys, email forwarding, clean up office)	Before you leave	☐
Schedule Exit Interview with Department Head; see Graduate Program Coordinator or Administrative Manager for scheduling	Exit Interview should take place after your defense	☐